
FLEXI-TIME SCHEME

Support Staff, Grades 2 - 6

1. INTRODUCTION

9. RECORDING OF HOURS

Staff choosing to work flexible hours will record their working times on a weekly form, for authorisation by their line manager. Recording forms/spreadsheets are available from the People & Organisational Development Team.

10. SICKNESS/ABSENCE

Staff absent due to ill health will be credited with standard day(s) or half day(s) for the period of their absence. Where absence occurs part way through a day, the remainder of a standard day will be credited.

11. ANNUAL/COMPASSIONATE LEAVE

A standard day (or half day) credit will be recorded for each day (or half day) of leave taken.

12. DOCTOR/DENTAL/HOSPITAL APPOINTMENTS

Wherever possible these should be taken outside of working hours; no credit will be given. In the case of ante-natal appointments, or appointments arising from a declared disability, a credit will be granted for hours missed.

13. OVERTIME

Enhanced hourly rates for overtime working may still be paid in respect of additional hours worked in excess of 37 per week, in exceptional circumstances. Such hours will not count towards the flexi hours total. In exceptional circumstances, managers may agree to the conversion of excess flexi time into overtime hours; depending on the circumstances of each case, such hours may be paid at plain time or enhanced rates.

14. CONTRAVENTIONS

The arrangements set out here are a demonstration of the trust the University places in its staff. If, however, a member of staff fails to follow the spirit of the scheme, or regularly carries forward excess debits or credits, the privilege may be withdrawn and staff required to work fixed hours. Deliberate falsification of hours under this scheme is a disciplinary offence, which may be regarded as gross misconduct.